

eVA Interface and Integration Design Team – Import/Export Group

Meeting Minutes
September 11, 2003

Opening:

A meeting of the eVA import/export interface workgroup was called to order at 10:00 AM on 9/11/2003 in Richmond.

Present:

Debbie Adams, DMV (phone)	Maria Hatcher, DGS
Regina Baxter, DMHMRSAS (phone)	Julie Hamilton, DMHMRSAS - ESH (phone)
Jan Bond, DGS/DPS	Cheryl Kimball, DOLI/DCR (phone)
Richard Brough, DSS	Marion Lancaster, DGS
Martha Freeland, DMV (phone)	Jim Roberts, DMHMRSAS (phone)
Dan Rogerson, ODU (phone)	

A. Approval of Agenda

The informal agenda:

- 1 – Implementation Status
- 2 – New Work
- 3 – Agencies Status
- 4 – Policy Questions

B. Approval of Minutes

Previous meeting minutes not reviewed.

C. Issues

Open Issues

Closed Issues

D. New Business

1. Implementation Status
Nothing to report.
2. New Work.
Nothing to report.
3. Production Status
DGS –
 - Holding Tank – DGS is waiting on AMS to start testing orders that have been sent directly to the AMS holding tank test database. Maria is working on scripts to convert production orders that are going to the DGS holding tank that need to be formatted and reloaded into the new AMS holding tank in order for AMS to load them into the eVA data warehouse.VDOT –
 - Representatives not present.

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

DMAS –

- Representatives not present.

DSS –

- Richard Brough had nothing new to report.

DMME –

- Representatives not present.

ABC –

- Representatives not present.

DOLI –

- Cheryl Kimball reported that the agency has installed change/cancelled orders. An email was received from Nancy Sanders notifying DGS that they were ready to start sending change/cancelled orders as of September 11, 2003.

DEQ –

- Representatives not present.

DCR –

- Cheryl Kimball had nothing to report.

VATECH –

- Representatives not present.

UVA -

- Representatives not present.

VCU -

- Representatives not present.

DMHMRSAS–

- Jim Roberts reported that the network security issue has been resolved at Northern Virginia Training Center and now they are ready to resume with their test. More import order files will be sent to the BizTalk test system for processing. Test files will be sent to go to the eVA UAT eMail and the DGS holding tank. Once these tests are completed, the interface will be implemented at Northern Virginia Training Center probably as early as September 15, 2003.
- Jim reported that they will start working with the Western State around September 23 and 24.
- Jim would like to know what happens when you change vendors on a change order. Does the change order go to the previous vendor as well as the new vendor? Maria will test.
- Julie Hamilton from Eastern State Hospital reported that things are going well.

JMU –

- Representatives not present.

ODU –

- Dan Rogerson reported that the eVA export process has been automated in six departments.
- Dan reported that most of his commodity codes on the eVA order export report have a value of 'ERRORXX'. Maria explained that this value is most likely the UNSPSC and not the commodity code. If NIGP is entered as commodity code and it does not crosswalk with a valid UNSPSC, then the value of 'ERRORXX' is assigned to the UNSPSC field. Dan will check to make sure the 'ERRORXX' is the UNSPSC and not commodity code.
- Dan had several questions concerning the 1% fee for exempt orders entered directly into eVA (online), especially construction orders. Dan was reminded by Jan Bond that construction is not exempt. According to policy, exempt orders entered online in eVA are still subject to 1% fee which the agency may incur the cost. Please see policy guidelines sent out in July.

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- Dan would like to see a document explaining how the score card totals are calculated. Marion responded that DGS is working on a score card document to explain how the totals are calculated and should be available soon. Also, Marion reminded the group that the score card is based on fiscal year 2001 CARS spend totals and only includes spend for CARS subobject codes 1200's (50%)-services, 1300's - goods and 2200's - equipment.

VCE –

- Andy Kmett could not attend, but reported via email that they are still testing the export interface.

4. Agency General Status

DMV –

- Debbie Adams reported that two patches were applied to their ERP Oracle Financials system to enable NIGP commodity code to be handled.
- Debbie reported that their ERP system is now fully integrated with eVA interface.
- The agency started entering test transactions into their ERP system and may start sending interface test files by next week.
- Debbie would like to know the status on the request to add a new Contract Type (Agency specific) value to eVA. Marion will check on this request.

5. Policy Questions

No new questions.

The next **weekly** interface meeting will be held on Thursday, September 25, 2003 at DGS in the ISS 9th floor conference room starting at 10:00 a.m. **The monthly interface meeting scheduled for Thursday, September 18, 2003 has been cancelled.** Please be prepared to give your agency's status on the import interface effort and problems if any.

Open Action Items

1. Find out if and how agencies will have access to the DGS Holding database. (Marion Lancaster)

05/29/2003 DGS is not planning on giving agencies access to the DGS Holding database. DGS is actively working with AMS on the design to load "holding tank" data into the eVA data warehouse. Agencies will then be able to access that information through the normal data warehouse reporting process.

Closed Action Items

Prepared by Maria Hatcher

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